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Chief, Physical Security Division,
Office of Security

12 December 1957

Chief, Records Management Staff,
Management Staff.

Security of Specialty - Type Filing Equipment

1. The increasing shortage of office space in headquarters, and continuing demands for greater efficiency, justify the use of certain models of specialty-type filing equipment now on the open market. However, very few (if any) of these models appear to meet the security requirements for storing materials classified up through SECRET.

2. In order for my people to evaluate the merits and costs of this equipment, and to discuss these with operating personnel, they need to know: (a) Whether the equipment can be modified to meet Agency security requirements, and (b) if so, what would the modifications cost?

3. Attached are brochures describing the types of equipment we are particularly interested in. Would it be possible for your staff to examine these types and determine answers to the questions I cited above? I will be glad to place one of my people at your disposal to work with you on such a study.

Enclosures (5)

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